

FOREIGN AND INTERNATIONAL TRIP REPORT

NAME OF TRAVELER(S):

TITLE/OFFICE:

DATES OF TRAVEL AND DESTINATION(S)

BRIEF DESCRIPTION OF ACTIVITIES AND PARTICIPANTS

SUMMARY OF SPECIFIC ACCOMPLISHMENTS OR OUT COMES OF THE TRAVEL.

ASSESSMENT OF IMPLICATIONS FOR ED PROGRAM AND/OR POLICIES

NEXT STEPS

Department policy requires that you file a trip report within 10 days after completing international travel. The report should be brief (about one page) and follow the above format. Please file the report by e-mail to your Assistant Secretary, Diane Rossi (Chief of Staff), Lenore Garcia (OUS/International Affairs), and Shirley Shands (OUS/IA) and anyone else in the department that you think will be interested in this report. Failure to file a trip report will affect approval of future travel.

